



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DEPUTY CHIEF, ADULT PAROLE AND PROBATION	46*	A	12.603

Under general direction of the Chief, Parole and Probation, manages the Division's Field Operations or Administrative Services section; plan, organize, implement organizational goals and objectives of the Division of Parole and Probation; develop and evaluate department policy and procedure and ensure compliance on a statewide basis; conduct special projects; assist the Chief in the development of the division's budget; and act as liaison between the division and public officials, judicial system, the news media and communities; assist in the development and presentation of legislative issues.

Conduct short and long range planning, needs analysis, and develop new programs for the division regarding statistical data gathering and analysis to support and provide justification for the division's budget, trends in parole and probation supervision, fee collection, cost of programs, and participation; provide for data access and retrieval at the District level to meet the needs of District personnel; evaluate efficiency and reliability of data and systems.

Assist the Chief in developing the division's budget; gather and analyze statistical and historical data and compare to district budget proposals and supporting documentation; defend the budget before the Budget Division and Legislature.

Conduct liaison activities and represent the division before public officials, news media, general public and other states regarding division goals and objectives, policy and procedure, offender programs, public safety and cases of a high profile or sensitive nature.

Develop grant proposals based on projected planning, programming and training needs of the division; work with districts in developing projected needs of the program and establishing training objectives and priorities; monitor grant program activities by maintaining required records and reports and authorizing expenditures; evaluate program results.

Oversee statewide field operations in the four districts and sub-offices including the Community Resource Centers in Washoe and Clark County.

Manage the division's central records system, supervision of the Interstate Compact and Special Services Unit, and the Statistical Information and Planning System.

Review pre-sentencing, interstate compact, and pre-release plans on cases of a high profile or sensitive nature; review reports, recommendations and agreements to ensure compliance with division policy and procedure.

Manage the central accounting, training, personnel and internal affairs functions of the division.

Perform related duties as assigned.

*** Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- * Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * A quarterly qualifying score of 70 or better with a firearm will be required.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, psychology, sociology, social work, business administration, public administration or related field and one year of management experience in a parole and probation, law enforcement, correctional, or comparable setting which involved the formulation and implementation of policy and procedures, development and administration of a district or regional budget, and that required extensive interaction with the judicial system, local law enforcement, social services agencies, the news media and the community; **OR** one year as a Parole and Probation District Administrator or two years as an Adult Parole and Probation Unit Manager in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: principles and practices of public administration, organization and management; the social and cultural lifestyles of a variety of ethnic and cultural groups; auditing and budgeting principles and practices; personnel administration including the selection, promotion and discipline of employees; State and federal criminal laws and court decisions; the criminal justice system and due process. **Ability to:** communicate effectively within the organization and with the public; plan, implement and evaluate the achievement of goals, objectives and work plans in relation to the overall operation of the division; recognize organizational and operational problems and apply analysis and judgment in arriving at solutions and making appropriate decisions; develop short and long range planning goals and objectives; provide organizational leadership and coordination; develop and monitor policy and procedure.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: division policy related to public information and the news media; federal and State laws related to sentencing, release and supervision of offenders. **Working knowledge of:** statistical methodology employed by the division. **Knowledge of:** the division offender data base, its contents, organization, data entry specifications, maintenance, security features, and the ability to access and employ this data base for research, query, or maintenance purposes. **Ability to:** plan, direct and coordinate the work of others; establish and maintain cooperative relations with division staff, the judicial system, other states, local businesses and organizations to develop awareness and support for the goals and objectives of the division; develop and administer the division budget.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.603

ESTABLISHED:	11/1/66
REVISED:	5/28/76
REVISED:	2/13/79-3
REVISED:	11/30/79R
	4/25/80PAC
REVISED:	4/14/87
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REVISED:	7/1/91P
	10/19/90PC
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